

# Board of Supervisors

**John Marin, Administrative Officer**

## **MISSION STATEMENT**

To act as the legislative arm of County government and is committed to providing responsive leadership, effective oversight of County services, and involving citizens and communities in processes that determine and enhance Placer County's future.

Appropriation	Actual 2002-03	Position Allocations	BOS Approved 2003-04	Position Allocations
Board of Supervisors	\$ 1,194,951	15	\$ 1,374,424	15
Clerk of the Board of Supervisors	371,116	7	483,414	7
Total:	\$ 1,566,067	22	\$ 1,857,838	22

## **CORE FUNCTIONS**

### **Board of Supervisors**

Support the governing activities of the five elected Placer County supervisors by acting as their liaison with the public and County departments, represent them at various meetings, interface with other legislative agencies and respond to constituent inquiries.

### **Clerk of the Board of Supervisors**

Support the five elected Placer County supervisors by preparing agendas, recording minutes and retaining records for Board meeting and public hearings. The Clerk also provides information referral and reception services to the public.

### **FY 2002-03 Major Accomplishments**

- Represented Placer County at various legislative conferences to ensure that Placer County concerns are voiced.
- Coordinated the Liberty Tree Memorial at the Placer County Consolidated Fire Station to honor and in remembrance of the victims of September 11th.
- Received the 2002 Governor's Environmental and Economic Award for Placer Legacy due to its outstanding environmental merits.
- Coordinated and convened the Sacramento Ozone Summit to address regional air-quality issues.
- Received funding in the amount of \$1.5 million from the state of California for implementation of the first phase of the multipurpose Sacramento to Tahoe Trail.
- Supported the opening of a new Meadow Vista Library and expansion of the Tahoe City Library.
- Designed and implemented a Commemorative Coin Program to honor extraordinary acts of heroism and community involvement by Placer County residents.
- Implemented an Employee Suggestion Award Program that will recognize employees' great ideas to reduce costs or create efficiencies in County operations.
- Presided over the opening of the Douglas Ranch Park to enhance the availability of recreational facilities in Granite Bay.

## **Administration & Financial Services**

# **Board of Supervisors**

## **John Marin, Administrative Officer**

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- Provided for the restoration of Miners Ravine, which will reduce flooding of properties and homes, and promoted education.
- Opened new children's tot lots in Sabre City and Sheridan.
- Provided on-line access to Board of Supervisors' meeting agendas, meeting summary actions and committee and commission calendaring information via web page.

### **FY 2003-04 Planned Accomplishments**

- Retain current level of service to Placer County residents.
- Provide better training and increase effectiveness of 13 Municipal Advisory Councils (MAC) by updating the MAC handbook, creating a video-training program to be reviewed by all new MAC members.
- Implementing a scanning program in the Clerk of the Board's division to provide easier access to Board of Supervisors' agendas, staff reports, and backup information.
- Provide additional information on revenue sharing to the public on the BOS web site and adopt guidelines for revenue-sharing requests.

### **Department Comments**

The Board of Supervisors Office will continue to provide the necessary resources to support 13 Municipal Advisory Councils and over 50 committees and commissions. To provide the best available information to the Board of Supervisors, staff support includes written reports, updates, follow-up and responses to correspondence.

### **County Executive Comments And Recommendations**

Recommended expenditures have increased primarily due to full-year salary and benefit costs for allocated positions contained within the two appropriations of the Board of Supervisors (\$1,362,424) and Clerk of the Board (\$480,414). The Clerk of the Board receives fees for the preparation of written findings of fact, a share of administrative fees from special districts and cities for property tax administration and other miscellaneous revenue (\$13,145). The state of California has indicated that payment to local governments reimbursement of state-mandate claims (SB-90) related to the Open Meetings Act will be deferred, and, while the County will invoice the state for these activities, we do not expect to receive reimbursement in FY 2003-04.

### **Final Budget Changes from the Proposed Budget**

*Board of Supervisor* items, rebudgeted from the prior fiscal year, were approved for building and improvement (\$9,500) and small office equipment (\$2,500). The *Clerk of the Board's* appropriation increased for Assessment Appeals Board's legal fees (\$3,000).

# Board of Supervisors

John Marin, Administrative Officer

## BOARD OF SUPERVISORS FUND 100 / APPROPRIATION 10010

	Actual 2001-02	Actual 2002-03	Requested 2003-04	Recommended 2003-04	Change %	Adopted 2003-04
<b>Expenditures</b>						
Salaries and Employee Benefits	\$ 794,741	\$ 975,544	\$ 1,214,762	\$ 1,102,861	13%	\$ 1,102,861
Services and Supplies	224,279	217,451	285,920	259,563	19%	262,063
Capital Assets	-	-	-	-	0%	9,500
Intra Fund Charges	3,426	1,956	3,804	-	-100%	-
<b>Gross Budget:</b>	<u>1,022,446</u>	<u>1,194,951</u>	<u>1,504,486</u>	<u>1,362,424</u>	14%	<u>1,374,424</u>
Intra Fund Credits	(35,264)	-	-	-	0%	-
Appropriations for Contingencies	-	-	-	-	0%	-
<b>Net Budget:</b>	<u>\$ 987,182</u>	<u>\$ 1,194,951</u>	<u>\$ 1,504,486</u>	<u>\$ 1,362,424</u>	14%	<u>\$ 1,374,424</u>
<b>Revenue</b>						
Intergovernmental Revenue	\$ 21,274	\$ -	\$ -	\$ -	0%	\$ -
<b>Total Revenue:</b>	<u>\$ 21,274</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	0%	<u>\$ -</u>
<b>Net County Cost:</b>	<u>\$ 965,908</u>	<u>\$ 1,194,951</u>	<u>\$ 1,504,486</u>	<u>\$ 1,362,424</u>	14%	<u>\$ 1,374,424</u>
Allocated Positions	15	15	15	15	0%	15

## CORE FUNCTION: BOARD OF SUPERVISORS

### County Governance & Community Outreach Program

**Program Purpose:** To meet with constituents, conduct community forums, attend MAC meetings, and preside over formal Board of Supervisors' hearings to solicit community input that leads to well-informed and effective governing.

**Total Expenditures:** \$1,504,486

**Total Staffing:** 15.0

**Key Intended Outcome:** Constituents and communities are involved in governing Placer County.

<b>County Governance &amp; Community Outreach Indicators:</b>	<b>Projected 2002-03</b>	<b>Actual 2002-03</b>	<b>Target 2003-04</b>
# of Board meetings held annually	28	N/A	28
# of items considered by the Board of Supervisors annually	4,000	N/A	4,000
# of MAC meetings where the board is represented	125	N/A	125
% of MAC meetings attended	100%	N/A	100%
# of other community meetings where the Board is represented	21	N/A	21
# of constituent in-office appointments annually	648	N/A	648

## Administration & Financial Services

# Board of Supervisors

## John Marin, Administrative Officer

### CLERK OF THE BOARD FUND 100 / APPROPRIATION 10020

	Actual 2001-02	Actual 2002-03	Requested 2003-04	Recommended 2003-04	Change %	Adopted 2003-04
<b>Expenditures</b>						
Salaries and Employee Benefits	\$ 256,713	\$ 315,326	\$ 370,665	\$ 366,564	16%	\$ 366,564
Services and Supplies	51,112	57,020	123,615	113,850	100%	116,850
Other Financing Uses	915	-	-	-	0%	-
Intra Fund Charges		120	-	-	-100%	-
<b>Gross Budget:</b>	<u>308,740</u>	<u>372,466</u>	<u>494,280</u>	<u>480,414</u>	29%	<u>483,414</u>
Intra Fund Credits	(200)	(1,350)	-	-	-100%	-
<b>Net Budget:</b>	<u>\$ 308,540</u>	<u>\$ 371,116</u>	<u>\$ 494,280</u>	<u>\$ 480,414</u>	29%	<u>\$ 483,414</u>
<b>Revenue</b>						
Intergovernmental Revenue	\$ 2,700	\$ -	\$ 2,345	\$ 2,345	100%	\$ 2,345
Charges for Services	1,528	435	10,800	10,800	2383%	10,800
Miscellaneous Revenue	19,274	-	-	-	0%	-
<b>Total Revenue:</b>	<u>\$ 23,502</u>	<u>\$ 435</u>	<u>\$ 13,145</u>	<u>\$ 13,145</u>	2922%	<u>\$ 13,145</u>
<b>Net County Cost:</b>	<u>\$ 285,038</u>	<u>\$ 370,681</u>	<u>\$ 481,135</u>	<u>\$ 467,269</u>	26%	<u>\$ 470,269</u>
Allocated Positions	7	7	7	7	0%	7

### CORE FUNCTION: CLERK OF THE BOARD OF SUPERVISORS

#### Clerk Services Program

**Program Purpose:** To develop agendas, record minutes and retain records for Board of Supervisors' hearings and the Assessment Appeals Board meetings to ensure that accurate records of actions taken are retained and accessible to the public. In addition, the clerk also provides information-referral and reception services to the public.

**Total Expenditures:** \$494,280

**Total Staffing:** 7.0

- **Key Intended Outcome:** Information is retained and readily accessible to the public.

<b>Clerk Services Indicators:</b>	<b>Projected 2002-03</b>	<b>Actual 2002-03</b>	<b>Target 2003-04</b>
# of Board meetings supported annually	28	N/A	28
# of agenda items coordinated and collected annually	4,000	N/A	4,000
# of agenda pages compiled per year	12,180	N/A	12,180
# of County telephone switchboard calls per year	62,500	N/A	62,500

### Administration & Financial Services

**BOARD OF SUPERVISORS  
APPROPRIATION SUMMARY  
Fiscal Year 2003-04**

**ADMINISTERED BY: ADMINISTRATIVE OFFICER TO THE BOARD**

Appropriations	FY 2002-03		FY 2003-04	
	Actual	Position Allocations	BOS Approved Budget	Position Allocations
<b>GENERAL FUND</b>				
Board of Supervisors	\$ 1,194,951	15	\$ 1,374,424	15
Clerk of the Board	371,116	7	483,414	7
<b>TOTAL ALL FUNDS</b>	<b>\$ 1,566,067</b>	<b>22</b>	<b>\$ 1,857,838</b>	<b>22</b>

# Board of Supervisors

## General Fund

**Fund: 100**

**Subfund: 0**

**Appropriation: 10010**

Budget Category (1)	Actual 2001-02 (2)	Actual 2002-03 (3)	Dept Req 2003-04 (4)	CEO Rec 2003-04 (5)	BOS Adopted 2003-04 (6)
<b>Salaries &amp; Benefits</b>					
1002 Salaries and Wages	668,368	792,757	835,171	828,445	828,445
1003 Extra Help			60,000		
1005 Overtime & Call Back	99		35,218	3,000	3,000
1006 Sick Leave Payoff	4,360				
1300 P.E.R.S.	34,480	43,306	103,837	103,754	103,754
1301 F.I.C.A.	48,221	59,090	63,891	62,994	62,994
1310 Employee Group Ins	34,437	74,531	114,139	102,008	102,008
1315 Workers Comp Insurance	4,776	5,860	2,506	2,660	2,660
<b>Total Salaries &amp; Benefits</b>	<b>794,741</b>	<b>975,544</b>	<b>1,214,762</b>	<b>1,102,861</b>	<b>1,102,861</b>
<b>Services &amp; Supplies</b>					
2050 Communications - Radio	7,048	2,937	7,000	12,000	12,000
2051 Communications - Telephone	45,804	45,794	47,000	47,000	47,000
2290 Maintenance - Equipment	1,093	373	1,000	1,000	1,000
2291 Maintenance - Computer Equip		442	2,500	2,500	2,500
2439 Membership/Dues	2,671	1,809	2,675	2,675	2,675
2510 PC Upgrades			21,000	20,100	20,100
2511 Printing	12,594	10,262	11,000	11,000	11,000
2522 Other Supplies	133	1,710	19,757	8,000	10,500
2523 Office Supplies & Exp	9,640	9,664	7,500	7,500	7,500
2524 Postage	6,822	6,441	6,000	6,000	6,000
2550 Administration	10,175	10,250	14,400	14,000	14,000
2554 Commissioner's Fees		900			
2555 Prof/Spec Svcs - Purchased	30,030	499	1,000	1,000	1,000
2709 Rents & Leases - Computer SW	3,198	4,078	5,000	5,000	5,000
2710 Rents & Leases - Equipment	34,068	37,970	8,000		
2711 Rents & Leases - Auto	3,740	1,339	54,200	53,000	53,000
2727 Rents & Leases - Bldgs & Impr	75		500	500	500
2770 Fuels & Lubricants	3,943	4,662	4,000	4,000	4,000
2838 Special Dept Expense-1099 Repor		400			
2840 Special Dept Expense	5,334	19,921	16,788	16,788	16,788
2844 Training			700		
2931 Travel & Transportation	39,549	53,089	45,400	40,000	40,000
2932 Mileage	5,575	4,270	4,000	4,000	4,000
2939 Commission Reimbursements	2,417	311	4,000	3,000	3,000
2941 County Vehicle Mileage	370	330	2,500	500	500
<b>Total Services &amp; Supplies</b>	<b>224,279</b>	<b>217,451</b>	<b>285,920</b>	<b>259,563</b>	<b>262,063</b>
<b>Fixed Assets</b>					
4151 Buildings & Improvements					9,500
<b>Total Fixed Assets</b>					<b>9,500</b>
<b>Charges From Departments</b>					
5051 I/T - Communications		329			
5291 I/T Maintenance - Computer Equipm			3,246		
5552 I/T - MIS Services	340	340			
5840 I/T Special Dept Expense	3,086	1,287	558		
<b>Total Charges From Departments</b>	<b>3,426</b>	<b>1,956</b>	<b>3,804</b>		
<b>Gross Budget</b>	<b>1,022,446</b>	<b>1,194,951</b>	<b>1,504,486</b>	<b>1,362,424</b>	<b>1,374,424</b>
<b>Less: Charges to Departments</b>					
5002 I/T - County General Fund	(35,264)				
<b>Total Charges to Departments</b>	<b>(35,264)</b>				
<b>Net Budget</b>	<b>987,182</b>	<b>1,194,951</b>	<b>1,504,486</b>	<b>1,362,424</b>	<b>1,374,424</b>

# Board of Supervisors

## General Fund

Fund: 100

Subfund: 0

Appropriation: 10010

**Budget  
Category  
(1)**

**Actual  
2001-02  
(2)**

**Actual  
2002-03  
(3)**

**Dept Req  
2003-04  
(4)**

**CEO Rec  
2003-04  
(5)**

**BOS  
Adopted  
2003-04  
(6)**

**Less: Revenues**

7234 State Aid - Mandated Costs  
Total Revenues

(21,274)  
(21,274)

**Net County Cost**

**965,908**

**1,194,951**

**1,504,486**

**1,362,424**

**1,374,424**

# Clerk of the Board

## General Fund

**Fund: 100**

**Subfund: 0**

**Appropriation: 10020**

Budget Category (1)	Actual 2001-02 (2)	Actual 2002-03 (3)	Dept Req 2003-04 (4)	CEO Rec 2003-04 (5)	BOS Adopted 2003-04 (6)
<b>Salaries &amp; Benefits</b>					
1002 Salaries and Wages	206,902	217,699	254,431	257,747	257,747
1003 Extra Help			1,970	1,970	1,970
1005 Overtime & Call Back	472	43	3,000	3,000	3,000
1006 Sick Leave Payoff		36,459	7,900		
1300 P.E.R.S.	14,317	17,266	31,024	33,358	33,358
1301 F.I.C.A.	15,824	14,733	19,844	20,404	20,404
1310 Employee Group Ins	17,706	25,055	44,714	48,078	48,078
1315 Workers Comp Insurance	1,492	4,071	7,782	2,007	2,007
<b>Total Salaries &amp; Benefits</b>	<b>256,713</b>	<b>315,326</b>	<b>370,665</b>	<b>366,564</b>	<b>366,564</b>
<b>Services &amp; Supplies</b>					
2050 Communications - Radio	3,328	6,947	40,000	43,500	43,500
2051 Communications - Telephone	10,218	6,514	14,500	12,500	12,500
2290 Maintenance - Equipment	512		700	700	700
2291 Maintenance - Computer Equip	126	460	3,300	3,300	3,300
2439 Membership/Dues	284	465	1,000	750	750
2481 PC Acquisition		321			
2511 Printing	11,705	12,027	15,000	14,000	14,000
2522 Other Supplies	1,422	2,731	4,000	4,000	4,000
2523 Office Supplies & Exp	3,781	3,421	6,000	5,000	5,000
2524 Postage	2,948	2,918	5,000	4,000	4,000
2554 Commissioner's Fees	1,500	2,707	2,500	2,500	2,500
2555 Prof/Spec Svcs - Purchased	3,447	8,679	10,000	6,000	9,000
2556 Prof/Spec Svcs - County	(65)		5,000		
2701 Publications & Legal Notices	7,299	5,270	9,000	9,000	9,000
2709 Rents & Leases - Computer SW	1,591	1,612	1,615	2,600	2,600
2838 Special Dept Expense-1099 Repor		25			
2840 Special Dept Expense	32	505	1,000	1,000	1,000
2844 Training	100	409	1,000	1,000	1,000
2931 Travel & Transportation	2,410	1,016	2,750	2,750	2,750
2932 Mileage	258	765	750	750	750
2941 County Vehicle Mileage	216	228	500	500	500
<b>Total Services &amp; Supplies</b>	<b>51,112</b>	<b>57,020</b>	<b>123,615</b>	<b>113,850</b>	<b>116,850</b>
<b>Other Financing Uses</b>					
3551 Transfer Out A-87 Costs	915				
<b>Total Other Financing Uses</b>	<b>915</b>				
<b>Charges From Departments</b>					
5556 I/T - Professional Services		120			
<b>Total Charges From Departments</b>		<b>120</b>			
<b>Gross Budget</b>	<b>308,740</b>	<b>372,466</b>	<b>494,280</b>	<b>480,414</b>	<b>483,414</b>
<b>Less: Charges to Departments</b>					
5002 I/T - County General Fund	(200)	(1,350)			
<b>Total Charges to Departments</b>	<b>(200)</b>	<b>(1,350)</b>			
<b>Net Budget</b>	<b>308,540</b>	<b>371,116</b>	<b>494,280</b>	<b>480,414</b>	<b>483,414</b>



# Clerk of the Board

## General Fund

Fund: 100

Subfund: 0

Appropriation: 10020

Budget Category (1)	Actual 2001-02 (2)	Actual 2002-03 (3)	Dept Req 2003-04 (4)	CEO Rec 2003-04 (5)	BOS Adopted 2003-04 (6)
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### Less: Revenues

7234 State Aid - Mandated Costs	(2,700)		(2,345)	(2,345)	(2,345)
8095 SB2557-Tax Admin Fee-Distri	(516)	(1)	(6,300)	(6,300)	(6,300)
8096 SB2557-Tax Admin Fee-Cities	(273)	(1)	(3,475)	(3,475)	(3,475)
8215 Administrative Services	(310)	(50)	(525)	(525)	(525)
8218 Forms and Photocopies	(429)	(378)	(500)	(500)	(500)
8321 Solid Waste - Debt Service		(5)			
8764 Miscellaneous Revenues	(19,274)				
<b>Total Revenues</b>	<b>(23,502)</b>	<b>(435)</b>	<b>(13,145)</b>	<b>(13,145)</b>	<b>(13,145)</b>
<b>Net County Cost</b>	<b>285,038</b>	<b>370,681</b>	<b>481,135</b>	<b>467,269</b>	<b>470,269</b>